

## **Privacy Policy for Website**

Plymtree Pre-school (“We” or “us”) is committed to protecting and respecting your personal data and privacy. This privacy policy relates to our use of any personal data we collect from you from any of our services. Whenever you provide such information, we are legally obliged to use your information in line with all applicable laws concerning the protection of personal data; including the Data Protection Act 1998 (DPA) and The General Data Protection Regulation 2016 (GDPR) together, and with other subsequent laws “**Data Protection Laws**”.

### **Who we are**

We (or “us”) means Plymtree Pre-school, a registered charity with registration number 1029330. We are registered with the Information Commissioner’s Office as a data controller under number Z2095200.

If you want to request more information about our privacy policy or information regarding data protection you should contact us using the details provided below:

FAO: Chairperson  
Plymtree Pre-school  
Village Hall  
Plymtree  
Cullompton  
Devon EX15 2LE

Email: [plymtreepreschool@gmail.com](mailto:plymtreepreschool@gmail.com)

Telephone: 07928 786673

By contacting us, using our services or visiting our website, which is owned and controlled by us (“our site”), you are accepting and consenting to the practices described in this policy unless you inform us otherwise.

### **Information we collect from you**

We may collect and process the following data about you:

#### Information you give us

You may give us information about you by filling in forms on our site or by corresponding with us by phone, e-mail or otherwise. This includes information you provide if you contact us to enquire about our setting, register your child at our setting and when you report a problem with our site. The information you give us may include your name, address, e-mail address and phone number and information you choose to include in your message.

If you are a third party seeking to work with us to provide service to Plymtree Pre-school, you may give us information to enable us to discuss any such proposals with you and to agree any future relationship between us. The information you give us may include your name, address, e-mail address and phone number and information you choose to include in your message.

#### Information we collect about you

When you visit our site we may automatically collect the following information:

- technical information, including the Internet Protocol (IP) address used to connect your computer to the Internet, your login information, browser type and version, time zone setting, browser plug-in types and versions, operating system and platform;
- information about your visit, including the full Uniform Resource Locators (URL) clickstream to, through and from our site (including date and time); products you viewed or searched for; page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks, and mouse-overs), and methods used to browse away from the page and any phone number used to call our customer service number.

### Cookies

Our site does not use cookies.

### **Uses made of the information**

We use information held about you in the following ways:

#### Information you give to us

If you are a prospective parent, we will use this information to respond to enquiries made by you about our setting.

If you are a third party provider, we will use this information only for the purposes of discussing, managing and administering the provision of the agreed contracted services.

#### Information we collect about you

Examples of how we will use this information include (but are not limited to);

- to administer our services, and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;
- to improve our site to ensure that content is presented in the most effective manner for you and for your device;
- to allow you to participate in interactive features of our services, when you choose to do so;
- as part of our efforts to keep our services, site and premises safe and secure;
- to measure or understand the effectiveness of our service.

#### Disclosure of your information

You agree that we can share your personal information with the staff and committee of Plymtree Pre-school to the extent reasonably necessary for the purposes stated above.

### **Third Parties**

We will keep your information within Plymtree Pre-school except where disclosure is required or permitted by law.

### **Where we store your personal data**

The data that we collect from you will be stored in the UK. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

All information you provide to us is stored on our secure servers or on secure servers operated by a third party.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

## Your rights

Under the Data Protection Laws your rights are:

- **To be informed** – We must make available this privacy notice with the emphasis on transparency over how we process your data.
- **Access** – You are entitled to find out what details we may hold about you and why.
- **Rectification** – We are obliged to correct or update your details.
- **Erasure** – This is also known as the request to be forgotten.
- **Restrict processing** – You have the right to ‘block’ or suppress the processing by us of your personal data.
- **Data portability** – You have the right to obtain and reuse your personal data that you have provided to us.
- **Object** – You have the right to object to us processing your data in relation to direct marketing and or profiling.
- **Rights in relation to automated decision making and profiling** – We do not use automatic decision making or processing.

## Privacy Notices

Plymtree Pre-school will issue Privacy Notices to all parents of children attending Plymtree Pre-school at the point of collecting full information from parents regarding their child’s attendance. The Privacy Notice details the name and contact details of the Pre-school and the individual to whom any queries should be addressed, clear descriptions of the personal data types collected, data subject types, processing activities, processing purposes, third-party recipients of the personal data, personal data storage locations, personal data transfers, the personal data’s retention period and a description of the security measures in place.

## Changes to our privacy policy

Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our privacy policy.